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MINUTES OF THE INTRA-AGENCY COMMITTEE ON ADMINISTRATIVE OVERT PROCEDURES
Third Meeting held 25 April 1949
1100, Room 227 Administration Building

Present: John Warner

- General Counsel
- Budget Office
- Services Office
- Personnel Office
- Management Office
- Inspection and Security

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1. The minutes of the previous meeting were accepted without change.
2. The propriety of using "CIA" in the pagination of the manual page was questioned from a security standpoint. The trend to eliminate "CIA" designation from forms was to be investigated and a report made at the next meeting.
3. A discussion of categories under which manual issuance would be grouped followed. A formal vote of the Committee determined that "correspondence" should not be included under "communications". Informal Committee agreement was reached on the following category groupings:

- (1) Manual Instructions
- (2) Organization and Functions
- (3) Budget and Finance
- (4) Communications
- (5) Correspondence and Files
- (6) Personnel and Medical Services
- (7) Property and Supply
- (8) Security
- (9) Travel and Transportation
- (10) Liaison
- (11) Operations

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4. The Committee decided that it would not be desirable to limit the category titles to one word.

5. It was felt that delegations of authority would be individually issued in the appropriate sections of each of the above categories.

6. It was agreed to table the question of kind and color of tabs until the next session when Services Office would bring in samples?

7. The meeting adjourned with agreement that each member would develop for the next meeting a list of subject headings grouped under the

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above accepted categories which subject headings would be representative of operations in his organizational area.

Recorder

Date

MEMORANDUM FOR THE OFFICE

DATE: 10/10/50

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